

<b>Manager's Assessment</b>	<p><b>Accomplishments Review</b></p> <p>For each accomplishment listed by the employee in the Self-Assessment, and for any additional ones not identified by the employee, provide written feedback regarding the accomplishment, including comments on <u>quality of work</u>, <u>timeliness</u> and <u>budget vs. actual cost</u>.</p> <p>Do not make changes to the employee's Self-Assessment document. Use the Manager's Assessment to clarify, supplement or challenge the Self-Assessment, if necessary.</p> <p><b>Management Skills Review</b></p> <p>Overall Performance Rating includes both "what" gets done and "how" to work with and through others to get it done. Provide skill-specific feedback by rating each of the sixteen individual Management Skills. Assign an overall rating for each of the four major Management Skill categories.</p> <p><b>EE+ TASK MANAGEMENT</b> - Defining work activities, providing the task structure necessary for results.</p> <p><b>RM</b> Informing - Assuring a consistent, timely flow of information to team members.</p> <p><b>RM</b> Efficiency - Using time and resources efficiently on priorities; staying goal oriented and structuring work productively.</p> <p><b>EE</b> Planning - Organizing the work and setting priorities so that everyone knows what to do.</p> <p><b>ME</b> Problem Solving - Assessing problems and finding solutions.</p> <p><b>EE</b> <b>TEAM DEVELOPMENT</b> - Providing people with the motivation and supportive social climate required for long-term high levels of performance and satisfaction.</p> <p><b>ME</b> Performance Feedback - Giving useful, informal feedback to team members to let them know how they are doing.</p> <p><b>EE</b> Relationship Skills - Creating warm and friendly relationships around work.</p> <p><b>RM</b> Staff Development - Training team members, improving their skills, and addressing their career development needs.</p> <p><b>ME</b> Team Motivation - Making it rewarding to work hard; mobilizing and inspiring others to be very productive.</p> <p><b>EE</b> <b>BUSINESS VALUES</b> - Implementing broad strategic choices that managers make in the values and business operations they promote.</p> <p><b>EE</b> Quality Improvement - Emphasizing high quality and taking action to improve it.</p> <p><b>EE</b> Customer Focus - Staying in tune with customers' expectations about quality and service; seeking input from customers.</p> <p><b>EE</b> Promoting Innovation - Showing foresight and encouraging new ideas; helping others see new possibilities.</p> <p><b>EE</b> <b>LEADERSHIP</b> - Demonstrating the personal skills which enhance a manager's ability to motivate and direct the action of others.</p> <p><b>EE</b> Accountability - Personally exemplifying responsible and honest behavior; practicing what is preached, "walking the talk."</p> <p><b>ME</b> Empowerment - Pushing decision-making authority/responsibility downward; giving team members "ownership" of their work.</p> <p><b>EE</b> Influence - Persuading others; expressing ideas in ways which lead others to share your perspective and agree.</p> <p><b>ME</b> Mission Skills - Creating a compelling picture of the organization's values and purpose.</p> <p><b>EE</b> Networking - Cultivating useful contacts with a broad range of people in a variety of strategic positions.</p> <p><b>Proposed Goals Review</b></p> <p>Review the employee's Proposed Goals and draft any amendments, additions or changes.</p>
<b>Overall Rating</b>	<p><b>ROLE MODEL (RM)</b></p> <p>Reserved for the few individuals who demonstrate exceptional accomplishments in all areas of responsibility; show dynamic leadership within and beyond the scope of their assignment and add value by going beyond job expectations.</p> <p><input checked="" type="checkbox"/> <b>EXCEEDS EXPECTATIONS (EE)</b></p> <p>Quantity and quality of output regularly exceeds expectations. Adds value by advancing Hyatt culture and business objectives.</p> <p><b>MEETS EXPECTATIONS (ME)</b></p> <p>Meets the performance expectations of the position; performs in a reliable and professional manner.</p> <p><b>IMPROVEMENT NEEDED (IN)</b></p> <p>Meets job requirements in some, but not all, areas of responsibility. Further development and improvement is necessary to meet all job expectations.</p> <p><b>MARGINAL (M)</b></p> <p>Performance noticeably below job requirements, even with close supervision. Inconsistent in completing many assignments. Must significantly improve in reasonable period to remain in position.</p>
<b>Approval Process</b>	<p>The recommended performance rating, merit increase and goal priorities have been discussed and approved by the manager's supervisor.</p> <p>Manager Signature: <u>Karen Gray</u> Next Level Signature: _____</p>
<b>Employee Acknowledgment</b>	<p>I have read, discussed and understand the performance review and goals. I understand I may attach additional comments if I wish to do so.</p> <p>Employee Signature: <u>Dawn Beale</u> Date: <u>3/5/96</u></p>

